

CARLSBAD UNIFIED SCHOOL DISTRICT
Carlsbad, California

Administration

Policy 2470

CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., the Carlsbad Unified School District hereby adopts this Conflict of Interest Code ("code"), which shall apply to all governing board members, candidates for member of the governing board, and all other designated employees of Carlsbad Unified School District ("District"), as specifically required by California Government Code Section 87300.

II. DESIGNATED EMPLOYEES

Employees of this District, including governing board members and candidates, who hold positions which involve the making or participation in the making, of decisions which may foreseeably have a material effect on any financial interest, shall be designated employees.

III. STATEMENTS OF ECONOMIC INTERESTS: TIME OF FILING

Each designated employee, including governing board members and candidates, shall file statements at the time and manner prescribed below, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in Exhibit A.

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participate in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in Exhibit B.

A. Initial Statements. All designated employees employed by the agency on the effective date of this Code, as originally adopted, promulgated and approved by the Code reviewing body, shall file statements within 30 days after the effective date of this Code. Thereafter, each person in a position that becomes by an amendment to this Code a "designated employee" shall file an Initial Statement within 30 days after the effective date of the amendment.

B. Candidates for election to the governing board shall file statements within 5 days after the final date for filing nomination petitions.

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EXHIBIT A
Designated Positions

I. Persons occupying the following positions or designated employees must disclose financial interests in all categories defined in Exhibit B.

- A. Members of the Governing Board
- B. Candidates for Member of the Governing Board
- C. Superintendent
- D. Assistant Superintendent, Instructional Services
- E. Assistant Superintendent, Business Services
- F. Assistant Superintendent, Personnel Services
- G. **Construction Manager**
- H. Manager, Facilities, Maintenance and Operations
- I. Principal, High School
- J. Principal, Continuation High School/**Coordinator, Alternative Education**
- K. Principal, Junior High School
- L. **Principal, Middle School**
- M. Principal, Elementary School
(Director, Elementary Education)
- N. Manager, Accounting Services
- O. **Coordinator of Pupil Personnel Services**
- P. **K-6 Coordinator of Special Projects**
- Q. Consultants*

Approved and/or authorized by the Board
of Supervisors of the County of San Diego
Date: 8-16-98 Minute Order No. 32
THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors
By: David Lamprey
Deputy Clerk

II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category I of Exhibit B.

- A. Information Systems Manager
- B. Assistant Principal, High School
- C. Assistant Principal, Junior High School
- D. **Assistant Principal, Middle School**
- E. Athletic Director, High School

III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of Exhibit B.

- A. Director, Food Services
- B. Manager, Theater Operations
- C. (Administrative Assistant) **Administrative Assistant to Superintendent**
- D. Personnel Commissioners
- E. Director, Classified Personnel
- F. (Purchasing Agent) **Manager, Purchasing**

- * The Superintendent may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent's determination is a public record and shall be retained for public inspection in the same manner and location of interest code.

Policy Adopted: 2/17/82
Policy Revised: 3/29/83
Policy Reviewed: 1/16/91
Policy Reviewed: 4/24/91
Policy Revised: 5/8/91
Policy Reviewed: 6/22/94
Policy Revised: 6/22/94
Policy Revised: 2/10/99

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EXHIBIT B
Disclosure Categories

Approved and/or authorized by the Board
of Supervisors of the County of San Diego
Date: 3-16-99 Minute Order No. 32
THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors
By: David Lampley
Deputy Clerk

1. Category 1

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the District, or (2) within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.

(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)

- B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the District.

- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interest.)

(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

(No investment or interest in real property is reportable unless its fair market value exceeds \$1,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$250 or more in value or \$50 or more in value if the income was a gift during the preceding 12-month reporting period.)

II. Category 2

- A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director. Investments include interests described in Category 1.

III. Category 3

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director. Investments include the interests described in Category 1.

Policy Reviewed: 6/22/94
Policy Revised: 6/22/94
Policy Revised: 2/10/99